

**TOWN OF FOREST HEIGHTS, MARYLAND**  
**TOWN COUNCIL WORK SESSION**  
**VIRTUAL MEETING | MONDAY, NOVEMBER 1, 2021 | 7:30PM**  
**AGENDA**

Call to Order 7:30PM

**Roll Call Council:**

1. Mayor, Calvin Washington	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
2. Robert Barnes, Councilman -- Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
3. Troy Lilly, Councilman – Ward I	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
4. Clifton Atkinson, Councilman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
5. Theresa Brownson, Councilwoman – Ward II	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
6. Taunya Hines, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent
7. Paula Noble, Councilwoman – Ward III	<input type="checkbox"/> Present	<input type="checkbox"/> Absent

**I. Moment of Silence**

**II. Pledge of Allegiance to the Flag of the United States of America**

**III. Approval of Agenda**

- a. Minutes from October 20, 2021

**IV. Reports**

- a. Treasurer  
b. Public Works Director  
c. Code Enforcement  
d. Police Chief  
e. Town Administrator

**V. Councilmember/Mayor Report**

- a. Ward I  
b. Ward II  
c. Ward III

**VI. Legislation to be discussed only:**

- a. **RESOLUTION 40-21:** FISCAL YEAR 2022 BUDGET AMENDMENT  
b. **RESOLUTION 41-21:** FISCAL YEAR 2021 BUDGET AMENDMENT  
c. **RESOLUTION 51-21:** A RESOLUTION TO AUTHORIZE THE MAYOR TO DISTRIBUTE CHRISTMAS BONUSES TO THE TOWN EMPLOYEES  
d. **RESOLUTION 52-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT AARON FORSTER AS A POLICE LIEUTENANT TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT AGREEMENT  
e. **RESOLUTION 53-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT JALEN CEPHUS AS A POLICE OFFICER TO SERVE WITHIN THE FOREST HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT AGREEMENT  
f. **RESOLUTION 54-21:** A RESOLUTION TO OFFICIALLY NAME THE FOREST HEIGHTS MUNICIPAL BUILDING AS “HABEEB-ULLAH MUHAMMAD MUNICIPAL BUILDING.”  
g. **RESOLUTION 55-21:** A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND ELECTING AND RATIFYING THE APPOINTMENT OF THE PRESIDENT OF THE COUNCIL FOR 2021-2022

Join Zoom Meeting

<https://us02web.zoom.us/j/86008316885>

Meeting ID: 860 0831 6885

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+US (New York)

**TOWN OF FOREST HEIGHTS, MARYLAND**

**TOWN COUNCIL WORK SESSION**

**VIRTUAL MEETING | MONDAY, NOVEMBER 1, 2021 | 7:30PM**

- h. **RESOLUTION 56-21:** A RESOLUTION TO APPOINT A SUCCESSOR TO FILL THE VACANCY IN THE OFFICE OF COUNCILMAN FOR WARD I
- i. **RESOLUTION 57-21:** A RESOLUTION TO AMEND THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS
- j. **RESOLUTION 58-21:** A RESOLUTION TO APPROVE THE FORMATION AND SUPPORT FOR A POLICE EXPLORER POST AND A POLICE ATHLETIC/ACTIVITIES LEAGUE BY THE FOREST HEIGHTS POLICE DEPARTMENT
- k. **RESOLUTION 59-21:** A RESOLUTION TO ACCEPT THE DEPARTMENTAL POLICY AND PROCEDUREMANUAL (FOREST HEIGHTS POLICE GENERAL ORDERS)
- l. **RESOLUTION 60-21:** A RESOLUTION TO APPROVE A COOPERATIVE VEHICLE AND FUEL AGREEMENT BETWEEN PRINCE GEORGE'S COUNTY (THE "COUNTY") AND THE TOWN OF FOREST HEIGHTS (THE "TOWN")
- m. **ORDINANCE 05-2021:** AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, MARYLAND REVISING ARTICLE 2 (ADMINISTRATION) OF THE TOWN ORDINANCE CODE, BY AMENDING SECTION 2.6 (HOLIDAYS) BY ADDING JUNETEENTH NATIONAL INDEPENDENCE DAY ON JUNE 19 AND HABEEB-ULLAH MUHAMMAD DAY ON AUGUST 31; AND GENERALLY RELATING TO DECLARED HOLIDAYS IN THE TOWN OF FOREST HEIGHTS.

**VII. Public Period** (limit 2 minutes)

**VIII. New Business**

**IX. Adjournment**

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+US (New York)

**Town of Forest Heights  
Town Meeting- 8:00 PM  
Wednesday, October 20, 2021  
Meeting Minutes  
Virtual Meeting**

**Call to Order: 8:00 PM**

**Roll Call:** CW Hines, CW Noble, CM Barnes, CW Brownson, CM Atkinson, Mayor Washington present.

**Moment of Silence:**

**Pledge of Allegiance:**

**Approval of Agenda:** Motion by CW Hines to approve the agenda; seconded by CM Barnes; all in favor; motion passed.

**Notice of Public Hearing/Public Period:** Ms. Lori Gross noted that she lived across from the proposed annexation of the Shacah World Ministries property. She wanted to know what the intentions were for the land. Mayor Washington responded that they do not intend to purchase it but to annex it into the town. By incorporating it into the town, it would allow the police to do regular patrols and increase public safety. As a church, it is a non-taxable property.

CW Brownson commented that the church is selling their land. Mayor Washington responded that they don't know if the land will continue to be non-taxable, but it does not cost anything for the Town to annex it. CW Brownson postulated that the man hours of patrolling would create a cost for the town.

Ms. Willow asked what the zoning for the land would be. The Town Attorney answered it was R-55 and it was placed into the annexation plan. R-55 is similar to other zoning in the town.

Ms. Lori Gross asked about the status of the police station. Mayor Washington stated that she can reach out about the station, since the hearing is about the annexation. Ms. Gross stated that she wanted to be involved in the project in any way possible and suggested the town buy the property.

**Presentation of Election Tally:** Mr. Freddie Colston of the Election Board presented the results of the special mayoral election. Jonathon Kennedy II received 81 votes. Cynthia Mann received 51 votes. George McDermott received 6 votes. Larry Stoner received 23 votes. Calvin Washington received 116 votes. There were 2 write ins, 28 absentee ballots, and 2 illegal ballots. CW Brownson asked for a copy of votes arraigned by ward.

**Motion to accept the election tally:** Motion by CW Hines to accept the election tally; seconded by CM Barnes; motion passed. Motion to accept the results of the election by CM Barnes; seconded by CW Hines. Discussion; CW Brownson asked how the Mayor was qualified. The Town Attorney answered that the Council is the judge after the Election Board placed the candidates on the ballot. The purpose of the motion by the council is to ensure legal sufficiency and avoid the election being challenged. The motion was approved with 6 yes votes and 0 no votes.

**Public Period:** Mr. Jonathon Kennedy II offered his congratulations to Mayor Washington, remarked on the high turnout, and stressed the importance of voting.

**Legislation:**

**A resolution to approve Phase I (revised) of a proposal and contract from FES Group, LLC for steep slope stabilization and repairs, as well as roadway improvements along or near Cree Drive; motion by CW Hines to waive the full reading; seconded by CW Barnes.** Motion to adopt Resolution 45-21 by CM Barnes; seconded by CW Hines; discussion; CW Noble asked if they could save money by doing their part, and what the schedule was. The Town Administrator answered that they would get the schedule as soon as possible once it is ratified. The town would have to pay for the expenses either way. CW Brownson asked about expenses. The Town Administrator elaborated that funding sources have been identified. The Town Attorney explained the process whereby the Treasurer would certify that funds are available in the budget. The motion was approved by a vote of 5 to 1.

**Resolution 49-21:** A Resolution to select a proposal and award a contract for auditing services for the Town of Forest Heights for the Fiscal Year ending June 30, 2021 (FY21) and potentially for subsequent audits for an additional two (2) fiscal years thereafter; motion by CW Hines to waive the full reading; seconded by CM Barnes; motion by CM Barnes to adopt Resolution 49-21; seconded by CW Hines; discussion; CW Brownson stated that they had not discussed this in the work session. Mayor Washington responded that this legislation is considered a priority due to its time-sensitive nature. CW Noble proposed tabling the resolution until the next Work Session on November 1, 2021. Mayor Washington stated his intent to push ahead. CW Hines noted that she was not in agreement with the committee's findings. Motion to adopt Resolution 49-21 as amended by CW Noble, seconded by CM Barnes; vote (4 yes; 2 no) motion passed.

**Resolution 50-21:** A Resolution to approve a proposal by a consultant to manage the Town's allocation of American Rescue Plan Funds; introduced by Mayor Washington; motion by CW Hines to waive the full reading; seconded by CM Barnes; motion by CM Barnes to adopt Resolution 50-21; seconded by CW Hines; discussion; Mayor Washington explained that this is a renegotiation of a previous resolution for managing emergency funds for a two-year period. CW Brownson questioned why it was able to drop so much. CM Barnes noted that he wanted estimates from different people. The Town Administrator addressed the concerns, showing that the scope of work remained the same despite the price reduction. The reduction was due in part to the relationship the town had with Greenwill Consulting, and the president was willing to go down on the price. The Town Attorney also noted that a member

of Greenwill's staff (Mr. David Lynd) had passed away, which may have caused them to readjust staff responsibilities. CW Brownson opined that the town did not need a firm on retainer. CM Barnes stated that the Town could find a better deal by shopping around and the Town should have looked at other organizations. CW Noble asked questions about the payment schedule. It was answered that it was on a monthly basis. Motion to adopt Resolution 50-21 as amended by CW Hines; seconded by CM Barnes; 3 yes; 3 no; motion failed.

**Annexation Resolution 01-2021:** A Resolution proposing the annexation of privately-owned, tax-exempt land known as the Faith Subdivision and located at 5701 Livingston Road (Tax Map 96, Grid A2, Parcel EQ. 7.2100) into the Town of Forest Heights (The Ninth Extension); motion by CW Hines to waive the full reading; seconded by CM Barnes; motion by CM Barnes to adopt Annexation Resolution 01-2021; seconded by CW Brownson; vote (6 yes; 0 no) motion passed.

**New Business:** CW Noble shared that the State Attorney's office is holding a virtual domestic violence awareness Town Hall on October 21.

Mayor Washington thanked everyone for coming out for the election.

CW Noble noted that Dementia America offers services to the community and that they changed their language from "aging in place" to "universal design".

Mayor Washington extended an invitation to the fall cleanup on October 23.

CW Hines extended an invitation to the Haunted House, Trunk or Treat, and Safe Harvest Party on Saturday, October 30.

**Nominations for Ward I vacancy:** Mayor Washington nominated Jamillah McDonald to fill the Ward I seat. CW Hines nominated Troy Lilly to fill the seat. CM Barnes nominated Charmaine Turner and Lindell Murphy. Motion by CW Brownson to waive the resolution requirement; seconded by CW Hines; all in favor; motion passed. Vote; Jamillah McDonald; (2 yes; 4 no); Troy Lilly (5 yes; 1 no) motion passed. Mr. Lilly accepted the nomination. Recitation of the oath of office by Mr. Lilly.

**The meeting was adjourned at 9:56 p.m.**

**Town of Forest Heights  
Treasurer's Report  
November 1, 2021**

	Bank Acct Balance	Quickbook Balance	Quickbook Balance
	<u>10/31/21</u>	<u>10/31/21</u>	<u>10/31/20</u>
TD Bank General Fund	444,731.42	355,386.79	629,828.80
TD Bank Rainy Day Fund	163,132.40	163,132.40	160,132.40
TD Bank Speed Camera	3,400,331.51	3,400,331.51	2,918,679.73
TD Bank Municipal Money Market	1,263,102.67	1,263,102.67	213,664.59
	<u>5,271,298.00</u>	<u>5,181,953.37</u>	<u>3,922,305.52</u>

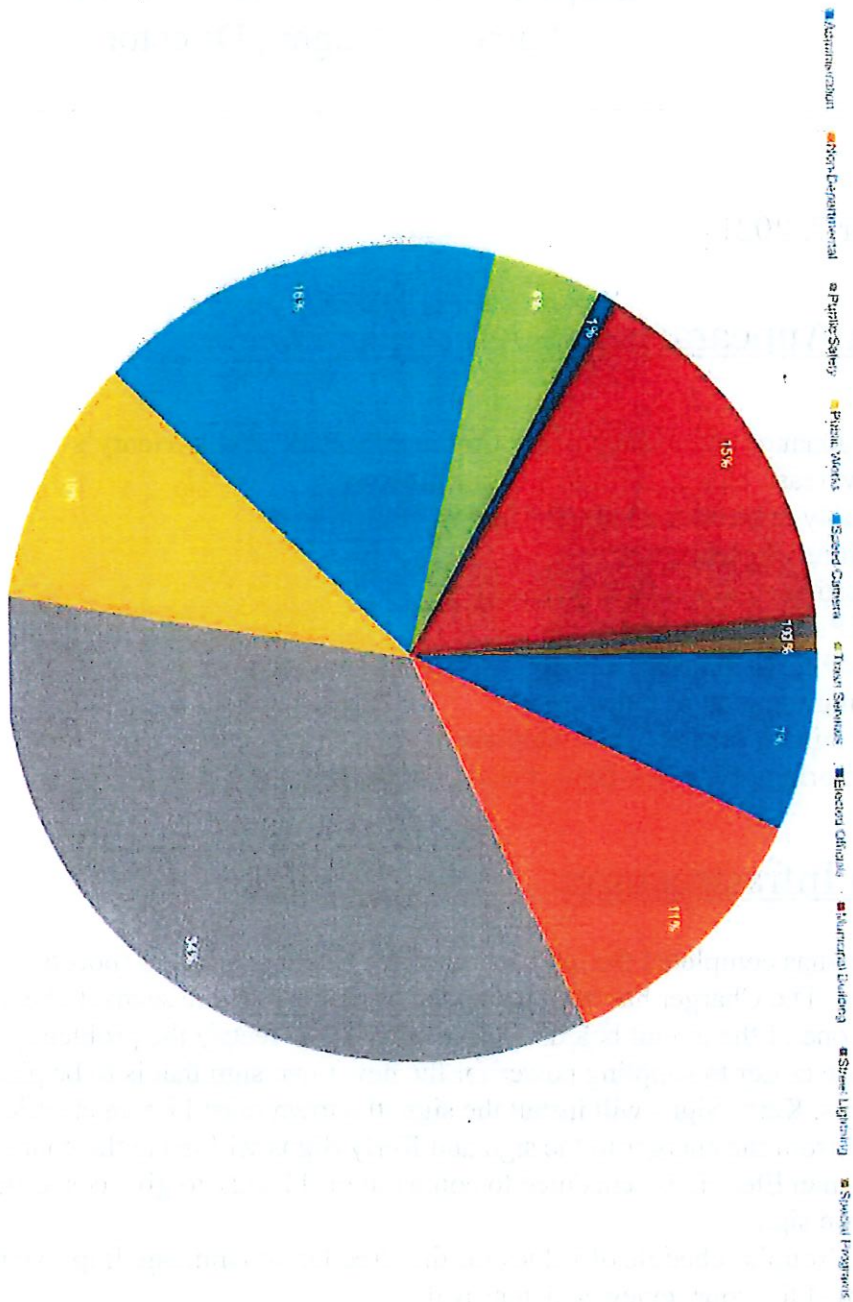
**General Fund Highlights:**

1. Real Estate Tax distribution - \$298,781.89
2. GOCCP Sapp Grant distribution - \$16,909.25
3. PG Co. Waste Rebate payment - \$1,999.00
4. Sale of Solar Energy - \$372.00
5. Personal Property Tax payments - \$8,760.86
6. Income Tax distribution - \$20,620.89
7. Cable Franchise Fees received:
  - Comcast \$4,061.52
  - Verizon \$6,493.17
8. Verizon Peg Grant received - \$4,129.65





# OCTOBER 2021 EXPENDITURES



# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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October 7, 2021

### Town Appearance:

- Maintenance and upkeep of the Community Park next to Henry's
- Daily Trash pickup on both sides of the town
- Monthly inspection of the Tot Lot
- Patching of potholes
- Reporting of Street light outages
- Leaf Pick up
- Cleaning storm drains and curbs of leaves and grass
- Cutting/removal of fallen trees
- Maintaining the Pet Waste Stations
- Monitoring of the Big-Belly Trash Compactors

### Town Infrastructure:

- Pepco has completed the installation of the EV Fast Charger (booster) at the Gathering Space. The Charger has been energized by Pepco. There seems to be a connection problem with one of the circuit boards. Pepco is trying to rectify the problem.
- We are closer to supplying power for the new town sign that is to be placed on the lot next to Henry's. Kerly Signs will install the sign, the town must hire an electrician to run a power cable from the charger to the sign and Kerly Signs will make the connection.
- Weisman Electric is scheduled to come out on 11/2/21 to give cost estimate to run power to electric sign.
- FES Group's schedule of values for the Cree Drive Drainage Improvements project is attached for your review and approval.
- There still seems to be some issues to be ironed out, but both parties, Goode Trash & TOFH, working for a better solution to eliminate the excess trash in the streets. This is an ongoing effort. Spoke with Goode about the trash container replacement. They are aware and promises to take care of it.
- Ciminelli's Landscaping is scheduled to come out the week of September 20<sup>th</sup> for the sink hole repair and the week of October 2<sup>nd</sup> for the rain garden and swales, however we intend to wait for the recommendations from LID first.
- Choice Concrete has sent the town a cost estimate to implement BMPs for the storm water run-off on Iroquois Dr.
- Pvmt. Corp. installed two new Speed Humps on on N. Huron Dr.
- New "Speed Humps" signs are being installed
- Brick wall on round-a-bout has been repaired
- Cut and trim area on Sachem Hill



# The Town of Forest Heights

## Department of Public Works

Larry D. Vaughn, Director

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### ➤ Cree Drive

- The Town Council has agreed to accept FES and Contract to proceed with the Cree Dr. Drainage Improvement Project
- 

### ➤ Rolph Drive

- Mr. Drew Parks (Z-Con Concrete) resubmitted to the town a cost estimate (\$8,362.50) to repair the sidewalk.

## Building Infrastructure:

- The Town Hall building is being cleaned and sanitized daily by DPW.
- Met with Max of Fox Creek to inspect damaged windows (9) for replacement in the upstairs hall. Manufacture will replace all damaged windows. Now waiting on date of return.
- Destiny's Glass has installed all three Trilogy Key Card Locks in the Municipal Bldg.
- Received estimates on refinishing the wood floors in the Community room. A decision is forth coming.
- Water valve in Ladies room replaced.

## Equipment Maintenance

- Chevy Silverado received two new tires
- 2010 Ford F-250 in shop at Norris for repairs
- Both Vehicles, Ford F-250 & Chevy Silverado had emission test, Chevy failed. Once the F-250 is repaired, the Silverado will go into the shop for emissions repair

## Other Areas:

- Answering Resident's concerns
- Making/receiving phone calls, follow ups and meetings with contractors and vendors daily.
- Working with Neighborhood Design Center for a NFWF preliminary grant award for community forestry

# CODE COMPLIANCE REPORT OCTOBER 2021

Date	Transaction/Type	Amount	Location	Status
10/1/2021	civil citation	\$1,140.00	5519 Livingston Rd	paid
10/6/2021	rental license	\$75.00	112 Iroquois Way	paid
10/14/2021	rental license	\$75.00	223 Seneca Dr	paid
10/22/2021	rental license	\$75.00	5827 Ottawa St	paid
10/22/2021	building permit	\$729.00	800 Comanche Dr	paid
10/22/2021	building permit	\$491.00	200 Talbert Dr	paid
10/26/2021	court judgement	\$1,000.00	5601 Livingston Rd	paid
Total		\$3,585.00		

Notices of Violation



# The Town of Forest Heights POLICE DEPARTMENT

Anthony Rease, Chief of Police

## OCTOBER REPORT

### EXECUTIVE OFFICER

Calvin Washington  
Mayor

### LEGISLATIVE OFFICERS

Ward 1

Troy Lilly  
Councilman

Robert Barnes  
Councilman

Ward 2

Theresa Brownson  
Councilwoman

Clifton Atkinson  
Councilman

Ward 3

Paula Noble  
Councilwoman  
Taunya Hines  
Councilwoman

### ADMINISTRATIVE STAFF

Linwood Robinson  
Town Administrator  
Sherletta Hawkins  
Town Clerk  
Leittia Vaughn  
Town Treasurer  
Larry Vaughn  
Public Works Director

Incident Type	Total
911 DISCONNECT	23
ACCIDENT	11
ANIMAL COMPLAINT	2
ARMED PERSON	1
ARMED PERSON REPORT	1
ASSAULT	2
ASSAULT COMBINED	2
ASSIST FIRE EMS	1
BREAK IN REPORT	1
CHECK WELFARE	7
CHECK WELFARE COMBINED	3
CHECK WELFARE MENTAL	3
CW18	45
DISORDERLY	11
DOMESTIC	2
DOMESTIC STANDBY	1
FAMILY DISPUTE	3
FIGHT	2
GUNSHOTS	1
HIT AND RUN	3
INJURED PERSON	1
LOST PROPERTY	2
MISC POLICE INCIDENT	10
PREMISE CHECK	245
PROPERTY DAMAGE	1
RESIDENTIAL ALARM	3
SHOOTING	1
STOLEN VEH	1
SUBJECT STOP	10
SUSPICIOUS AUTO	7
SUSPICIOUS OCC AUTO	8
SUSPICIOUS PERSON	1
THEFT FROM AUTO	2
THEFT REPORT	1
THREATS COMPLAINT	1
TRAFFIC COMPLAINT	13
TRAFFIC HAZARD	1
TRESPASSING COMPL	1
UNKNOWN TROUBLE	8
VEHICLE ACCIDENT COMBINED	2
Total Calls -->	444

*On October 4,2021 the Mayor and Council approved to hire Mr. Anthony Coleman. Mr. Coleman will start November 22,2021. When you see Officer Coleman, please welcome him, and introduce yourself.*

### STATISTICAL REPORTS

#### Arrest:

DUI-5  
On-View-5  
Warrants-3

Firearm Recovered -5

Reportable Accidents-8

Information Line: 301-839-4040 | Non-Emergency: (301) 352-1200 | Emergency Dial: 911

5508 Arapahoe Drive Forest Heights, Maryland 20745 Follow us @ForestHeightsPD

## **Town Council Work Session Report For 11.1.21**

### **(Town Administrator)**

#### **Personnel Matters**

We welcome two new Police Officers to the Forest Heights Police Department, officers Kraig Webb and Anthony Coleman. Both officers come to us with the necessary experience, training and certifications. Officers Webb and Coleman are both 2020 graduates of the Anne Arundel Community College Police Academy.

Please contact the Police Chief or Town Administrator if you have questions.

#### **National View Project Status**

The Zoning Hearing Examiner for Prince George's County issued a decision in July recommending approval of the National View project rezoning (Case A-10055) subject to certain conditions. If you recall, the applicant has requested a rezoning from One Family Detached Residential (R-55) and Rural Residential (R-R) to the Mixed Use-Transportation Oriented Zone (M-X-T).

The case was recently transmitted to the Prince George's County Council, District Council, which has the task of deciding to either review the case again or accept the decision of the Zoning Hearing Examiner.

The Prince George's County District Council heard oral arguments for approval of the National View project on October 25<sup>th</sup>. As a result, on October 27<sup>th</sup> the District Council granted final conditional approval of the rezoning for the project. This is a big step forward for the applicant.

The next step will be the submission of the Conceptual Site Plan for the project.

If you have questions or want further information, please contact the Town Administrator.

#### **Electric Vehicle Charging Station at Town Gathering Space**

The quick charge electric vehicle charging station is up and running and located at the town Gathering Space. This brings the total of chargers available for use in the town to six. Four chargers located in the Municipal Building parking lot, and two at the Gathering Space. The chargers were installed in partnership with PEPCO.

#### **Passing of Greenwill Lobbyist David Lynd**

I am sad to announce the recent passing of Greenwill Consulting lobbyist David Lynd. David was a relatively new employee at Greenwill and was assigned to Forest Heights to aid us with lobbying efforts.

Although we worked with Mr. Lynd for a short time, we became very fond of him. He is remembered for his warm, caring, respectful approach to our working relationship.

He will be missed.

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 40-21 Fiscal Year 2021 Budget Amendment**

**INTRODUCED BY: Calvin Washington, Mayor**

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2020 - 2021 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, to defray expenses and operations costs for the Town of Forest Heights as follows:

**NOW, BE IT RESOLVED**, that Revenue line item 6037 Speed Camera be increased in the amount of \$100,000. and that Expenditure line item 7300 Speed Camera Administration Fee be increased in the amount of \$100,000. And that Expense Line Item 7167 Workers Compensation – Police Dept. be increased in the amount of \$25,000. And that Expense Line Item 9999 Unassigned Fund (E) be decreased in the amount of \$25,000.

**REVENUES**

**GENERAL FUND REVENUES**

Town Real Estate Taxes - Noncommercial	\$796,800.00
Town Real Estate Taxes - Commercial	\$43,300.00
Town Real Estate Taxes – Rented Residential	\$93,300.00
Income Taxes	\$180,700.00
Other Taxes	\$80,000.00

Trash Fee	\$187,935.00
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<b>INTERGOVERNMENT</b>	\$817,694.00	
<b>LICENSES &amp; PERMITS</b>	\$14,800.00	
<b>TOWN SERVICES</b>	\$8,596.00	
<b>SPEED CAMERA</b>	\$1,692,460.00	\$1,792,460.00
<b>OTHER REVENUES</b>	\$115,650.00	
<b>OTHER FINANCING</b>	\$853,613.25	
<b>FUND BALANCE</b>	\$2,377,268.00	
<b>TOTAL BUDGETED REVENUES</b>	<b>\$7,262,116.25</b>	<b>\$7,362,116.25</b>

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 40-21 Fiscal Year 2021 Budget Amendment**

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**EXPENDITURES**

<b>GENERAL GOVERNMENT</b>	\$68,845.00	
<b>ADMINISTRATION</b>	\$332,035.00	
<b>NON-DEPARTMENTAL</b>	\$250,300.00	
<b>PUBLIC SAFETY</b>	1,123,105.00	\$1,148,105.00
<b>PUBLIC WORKS</b>	\$374,834.00	
<b>SPEED CAMERA</b>		
Direct Speed Camera Cost	<del>\$1,318,535.00</del>	\$1,418,535.00
State Revenue	\$175,000.00	
Allowable Expenses	\$15,200.00	
<b>STREET IMPROVEMENTS</b>	\$595,182.00	
<b>TRASH SERVICES EXPENSE</b>	\$195,310.00	
<b>CAPITAL IMPROVEMENTS</b>	\$447,500.00	
<b>MUNICIPAL BUILDING EXPENSE</b>	\$427,600.00	
<b>STREET LIGHTING EXPENSE</b>	\$42,000.00	
<b>TOTAL SPECIAL PROGRAM EXPENSE</b>	\$32,250.00	
<b>GRANTS – RESTRICTED FUNDING</b>	\$541,883.50	
<b>FUND BALANCE</b>	<del>\$1,322,536.75</del>	\$1,297,536.75
<b>TOTAL BUDGETED EXPENDITURES</b>	<b><del>\$7,262,116.25</del></b>	<b>\$7,362,116.25</b>

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this 17<sup>th</sup> day of November 2021.

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
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WASHINGTON	_____
BARNES	_____
HINES	_____
BROWNSON	_____
ATKINSON	_____



**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 40-21 Fiscal Year 2021 Budget Amendment**

NOBLE \_\_\_\_\_

LILLY \_\_\_\_\_

I HEREBY CERTIFY that the above Resolution \_\_\_ - 21 was passed by the required yeas and nays vote of the Mayor and Council of Forest Heights on the 17<sup>th</sup> day of November 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 41-21 Fiscal Year 2022 Budget Amendment**

**INTRODUCED BY: Mayor Calvin Washington**

A resolution to amend sums and amounts for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

Section 1. The general purpose of the Resolution is to amend sums and amounts appropriated for the 2021 - 2022 Budget of the Town of Forest Heights, Maryland in the following areas of the General Fund.

Section 2. BE IT RESOLVED by the Mayor and Town Council of the Town of Forest Heights, Maryland that the sums and amounts appropriated are hereby amended for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022, to defray expenses and operations costs for the Town of Forest Heights as follows:

**NOW, BE IT RESOLVED**, that Revenue line item 6200 ARP Coronavirus Funds be added in the amount of \$1,263,102.67 and that Expenditure line item 8200 ARP Coronavirus Funds be added in the amount of \$1,263,102.67 under the new appropriation category entitled ARP Coronavirus Funds.

**REVENUES**

**GENERAL FUND REVENUES**

Town Real Estate Taxes - Noncommercial	\$953,441.00	
Town Real Estate Taxes - Commercial	\$51,333.00	
Town Real Estate Taxes – Rented Residential	\$94,691.00	
Income Taxes	\$240,000.00	
Other Taxes	\$93,000.00	
Trash Fee	\$187,935.00	
<b>INTERGOVERNMENT</b>	<del>\$489,650.00</del>	\$1,752,752.67
<b>LICENSES &amp; PERMITS</b>	\$15,300.00	
<b>TOWN SERVICES</b>	\$8,596.00	
<b>SPEED CAMERA</b>	\$2,200,000.00	
<b>OTHER REVENUES</b>	\$98,050.00	
<b>OTHER FINANCING</b>	\$311,190.19	
<b>FUND BALANCE</b>	\$2,377,268.00	
<b>TOTAL BUDGETED REVENUES</b>	<del>\$7,120,454.19</del>	\$8,383,556.86

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 41-21 Fiscal Year 2022 Budget Amendment**

**EXPENDITURES**

<b>GENERAL GOVERNMENT</b>	\$72,452.00	
<b>ADMINISTRATION</b>	\$379,589.00	
<b>NON-DEPARTMENTAL</b>	\$273,700.00	
<b>PUBLIC SAFETY</b>	\$1,337,189.00	
<b>PUBLIC WORKS</b>	\$461,576.00	
<b>SPEED CAMERA</b>		
Direct Speed Camera Cost	\$1,391,447.00	
State Revenue	\$200,000.00	
Allowable Expenses	\$15,200.00	
<b>STREET IMPROVEMENTS</b>	\$556,190.19	
<b>TRASH SERVICES EXPENSE</b>	\$196,535.00	
<b>CAPITAL IMPROVEMENTS</b>	\$133,000.00	
<b>MUNICIPAL BUILDING EXPENSE</b>	\$1,065,000.00	
<b>STREET LIGHTING EXPENSE</b>	\$42,000.00	
<b>TOTAL SPECIAL PROGRAM EXPENSE</b>	\$47,200.00	
<b>GRANTS – RESTRICTED FUNDING</b>	\$29,000.00	
<b>ARP CORONAVIRUS FUNDS</b>	\$0.00	\$1,263,102.67
<b>FUND BALANCE</b>	\$920,376.00	
<b>TOTAL BUDGETED EXPENDITURES</b>	<del>\$7,120,454.19</del>	<b>\$8,383,556.86</b>

**AND BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this 17<sup>th</sup> day of November 2021.

**MAYOR AND COUNCIL  
THE TOWN OF FOREST HEIGHTS**

**RESOLUTION 41-21 Fiscal Year 2022 Budget Amendment**

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
WASHINGTON	_____
ATKINSON	_____
BARNES	_____
BROWNSON	_____
HINES	_____
NOBLE	_____
LILLY	_____

I HEREBY CERTIFY that the above Resolution \_\_\_ - 21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the 17<sup>th</sup> day of November 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

TOWN OF FOREST HEIGHTS  
RESOLUTION 51-21

A RESOLUTION TO AUTHORIZE THE MAYOR TO DISTRIBUTE CHRISTMAS  
BONUSES TO THE TOWN EMPLOYEES

Introduced By: Calvin Washington, Mayor

**WHEREAS**, the Mayor and Council passed Emergency Ordinance 02-20 on June 11, 2021, approving the Fiscal Year 2021 Budget for The Town of Forest Heights (the "Town"); and

**WHEREAS**, Section 33-46 of the Town Charter requires that no public money may be expended without having been appropriated by the Council; and

**WHEREAS**, Section 33-48 of the Town Charter requires that during any budget year no officer or employee of Town shall expend or contract to expend any money or incur any liability which by its terms involves the expenditure of money for any purpose, in excess of the amounts appropriated for or transferred to that general classification of expenditure; and

**WHEREAS**, the Town Council finds that it is an accepted and long-standing practice in the State of Maryland for municipal corporations to provide employee bonuses at the end of the calendar year in recognition of faithful public service and that it is in the best interest of the Town to do so at this time; and

**NOW, THEREFORE BE IT RESOLVED**, that the Town Council authorizes the Mayor and Treasurer to provide additional compensation to all employees, excluding police officers, of the Town in the form of a bonus in an amount not to exceed \$200.00 per employee plus FICA; and

**BE IT FURTHER RESOLVED**, that each employee, Administration Department 4, Public Works 5, and Police Department 15, total of 24, shall receive this bonus as appreciation for their service to the Town for the pay period ending on or before December 31, 2021.

**BE IT FURTHER RESOLVED**, that said bonuses shall be appropriated from Line Item 7005 of the Fiscal Year 2022 Town Budget.

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage. PASSED this 17th day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland.

TOWN OF FOREST HEIGHTS  
RESOLUTION 51-21

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

WASHINGTON	_____
BROWNSON	_____
LILLY	_____
BARNES	_____
ATKINSON	_____
HINES	_____
NOBLE	_____

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 17<sup>th</sup> day of November 2021 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay, constituting a majority, the aforesaid Resolution 51-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk



TOWN OF FOREST HEIGHTS  
RESOLUTION 52-21

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST  
HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT  
AARON FORSTER AS A POLICE LIEUTENANT TO SERVE WITHIN THE FOREST  
HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT  
AGREEMENT**

Introduced By: Mayor Calvin Washington

**WHEREAS**, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the "Charter") the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

**WHEREAS**, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

**WHEREAS**, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

**WHEREAS**, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full-time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

**WHEREAS**, the Council finds that Aaron Forster has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Lieutenant in the Police Department and it is in the best interest of the Town to appoint Mr. Forster as a Police Lieutenant; and

**WHEREAS**, the Mr. Forster graduated from Prince George's Municipal Police Academy in 2008; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby consents to the Mayor's appointment of Aaron Forster at the annual salary of \$71,288.00; and

**BE IT FURTHER RESOLVED**, that said officer's salary shall be paid from line item 7054 Salary from the FY2022 Budget; and

TOWN OF FOREST HEIGHTS  
RESOLUTION 52-21

**BE IT FURTHER RESOLVED**, that the Town Council hereby approves the Reimbursement Agreement, attached hereto and incorporated herein, as Exhibit 1, which requires said officer to reimburse the Town in an amount not to exceed \$5,000 should he be unwilling to serve for the requisite minimum of two (2) years.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

PASSED this \_\_\_\_ day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

LILLY

\_\_\_\_\_

BROWNSON

\_\_\_\_\_

NOBLE

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of November 2021 with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution \_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHT POLICE OFFICER  
REIMBURSEMENT AGREEMENT

THIS AGREEMENT, effective as of \_\_\_\_\_ (the "Effective Date"), by and between \_\_\_\_\_ ("Employee"), and THE TOWN OF FOREST HEIGHTS, MARYLAND, a Maryland Municipal Corporation, 5508 Arapahoe Drive, Forest Heights, Maryland 20745 (the "Town").

RECITALS:

WHEREAS the Town desires to hire the Employee to serve as a police officer and desires to make such employment contingent upon certain conditions; and,

WHEREAS the Town will incur significant costs in connection with the hiring, training and outfitting of the Employee as a new police officer; and,

WHEREAS the purpose of this Agreement is to ensure that the Town receives the services of a police officer for a minimum of two (2) years in order that the Town may recoup the investment of time and money expended in training and outfitting the Employee.

NOW, THEREFORE, in consideration of good and valuable consideration, the receipt of which is hereby acknowledged, and in consideration of the mutual benefits and promises herein made, the Employee and the Town agree as follows:

1. The term of this Agreement begins as of the Effective Date of hire and expires twenty-four (24) months after the Effective Date of hire.
2. The Employee will serve in a probationary status for a period of twelve (12) months from the Effective Date of this Agreement. During the period of probation, the Employee is an "employee at will" and the Mayor, based on the Chief's recommendation may, in his/her sole discretion, terminate the Employee with or without cause.
3. The Town agrees to provide all necessary uniforms, equipment, materials and training in order to prepare the Employee for assuming the duties of a Forest Heights Police Officer. In particular, the Employee may be required to attend, at the Town's expense, police training including but not limited to the Comparative Compliance Course (Law Enforcement Review Class) at the Public Safety and Security Institute at PGCC, which may cost approximately \$735.00 or more. The Town's police department will also pay for a ballistic vest.
4. Upon completion of required initial training, the Employee shall serve as a Forest Heights Police Officer in any duty assignment or location designated by the Chief of Police or his designee.
5. The Employee shall comply with all policies, procedures, rules and requirements of the General Orders of the Forest Heights Police Department existing at the time of this Agreement and as are issued from time to time, the Town's personnel and police directives, and the Town of Forest Heights Ordinance Code.

6. The Employee and the Town agree that by hiring the Employee, the Town has lost the opportunity to hire other qualified candidates and that the Town has incurred substantial expense in hiring, paying wages, training and outfitting the Employee.

7. The Employee agrees that the total cost to the Town is extensive and difficult to determine to a reasonable degree of specificity.

8. The Employee agrees to pay a sum not to exceed \$5,000.00 to the Town as liquidated damages in the event that the Employee terminates his/her employment with the Town for any reason or otherwise breaches this Agreement, or if the Town terminates the Employee's employment during the term of this Agreement as expressed in paragraph 1 above. The amount repaid to the Town is not as a penalty; rather it is a partial reimbursement for expenses incurred by the Town. The amount of liquidated damages to be paid by the Employee is calculated as follows:

a. If the Employee's termination date is within twelve (12) months of the Effective Date of this Agreement, the Employee shall pay the amount of \$1,667.00 to the Town.

b. If the Employee's termination date is between twelve (12) and twenty-four (24) months of the Effective Date of this Agreement, the Employee shall pay to the Town the amount of \$138.89 per month for the number of months remaining in the term of this Agreement, in a total amount not to exceed \$3,333.00.

9. Termination for reasons of a physical or mental incapacity that precludes the Employee from performing the duties of a police officer shall not constitute a breach of this Agreement if a licensed physician approved by the Town certifies that the Employee is unable to perform the duties of a police officer.

10. In the event that the Employee is called to active military duty or is granted a leave of absence for any reason, the term of this Agreement as expressed in paragraph 1 above, shall be extended for a period of time equal to the time of military service or approved leave of absence.

11. Within five (5) days of the Effective Date of this Agreement the Employee shall, in writing, withdraw his or her name as a potential candidate for employment with all other law enforcement agencies.

12. The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

13. The waiver of any covenant or condition by the Town shall not be construed as a waiver of a subsequent breach of the same covenant or condition. The waiver of exercise of any legal right hereunder shall not be construed as a waiver of any other action or right the Town may have pursuant to the terms of this Agreement.

14. In the event of breach of this Agreement, the Employee agrees and consents to the Town withholding any and all sums due to the Employee from the Town, to include wages, contributions to the Employee's retirement accounts and unpaid leave as a setoff against the liquidated damages described above. The Employee further agrees to pay all court costs, attorney's fees and other costs incurred by the Town in an action to enforce this Agreement and/or to collect the liquidated damages provided for herein.

15. Assignment. This Agreement may not be assigned to any other person, firm or organization without the express written consent of Town.

16. Entire Agreement. This Agreement shall constitute the entire agreement between the parties as to the issues contained within this Agreement, and any prior understanding or representation of any kind regarding the issues contained within this Agreement preceding the date of this Agreement shall not be binding upon either party, except to the extent incorporated in this Agreement.

17. Modification of Agreement. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party or an authorized representative of each party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

EMPLOYEE:

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Name:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_  
Mayor

TOWN OF FOREST HEIGHTS  
RESOLUTION 53-21

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST  
HEIGHTS, MARYLAND TO APPROVE THE EMPLOYMENT AND APPOINTMENT  
JALEN CEPHUS AS A POLICE OFFICER TO SERVE WITHIN THE FOREST  
HEIGHTS POLICE DEPARTMENT AND TO APPROVE A REIMBURSEMENT  
AGREEMENT**

Introduced By: Mayor Calvin Washington

**WHEREAS**, pursuant to Section 33-66 of the Charter of the Town of Forest Heights (the “Charter”) the Town shall have the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or other state law and to operate the Town government; and

**WHEREAS**, pursuant to Section 33-18(b) of the Charter, all full-time subordinate officers and employees of the offices, departments, and agencies of the Town government shall be appointed and removed by the Mayor with the consent of the Council, in accordance with rules and regulations of any merit system which may be adopted by the Council; and

**WHEREAS**, pursuant to Section 23.2 of the Town Ordinance Code, certain minimum qualifications for police officers is stated therein, and the Chief of Police has verified to the Mayor and Council that the candidate is of good moral character and emotionally stable, as determined by a comprehensive background investigation, which includes fingerprinting of the applicant and a search made of local, state and criminal records, including a check of military, selective service, school and credit agency records; and

**WHEREAS**, pursuant to General Order No. 2016-1 (Ch. 2, § 3) sworn personnel will remain on probation until successfully completing twelve (12) consecutive months of full-time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period; and

**WHEREAS**, the Council finds that Jalen Cephus has shown that he has the necessary experience, training, MPTC certifications and knowledge to serve as a Police Officer in the Police Department and it is in the best interest of the Town to appoint Mr. Cephus as a Police Officer; and

**WHEREAS**, the Mr. Cephus graduated from Prince George’s Municipal Police Academy in 2018; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby consents to the Mayor’s appointment of Jalen Cephus at the annual salary of \$50,000; and

**BE IT FURTHER RESOLVED**, that said officer’s salary shall be paid from line item 7404 Salary from the FY2022 Budget; and



TOWN OF FOREST HEIGHTS  
RESOLUTION 53-21

**BE IT FURTHER RESOLVED**, that the Town Council hereby approves the Reimbursement Agreement, attached hereto and incorporated herein, as Exhibit 1, which requires said officer to reimburse the Town in an amount not to exceed \$5,000 should he be unwilling to serve for the requisite minimum of two (2) years.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

PASSED this \_\_\_\_ day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

LILLY

\_\_\_\_\_

BROWNSON

\_\_\_\_\_

NOBLE

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of November 2021 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay votes the aforesaid Resolution \_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHT POLICE OFFICER  
REIMBURSEMENT AGREEMENT

THIS AGREEMENT, effective as of \_\_\_\_\_ (the "Effective Date"), by and between \_\_\_\_\_ ("Employee"), and THE TOWN OF FOREST HEIGHTS, MARYLAND, a Maryland Municipal Corporation, 5508 Arapahoe Drive, Forest Heights, Maryland 20745 (the "Town").

RECITALS:

WHEREAS the Town desires to hire the Employee to serve as a police officer and desires to make such employment contingent upon certain conditions; and,

WHEREAS the Town will incur significant costs in connection with the hiring, training and outfitting of the Employee as a new police officer; and,

WHEREAS the purpose of this Agreement is to ensure that the Town receives the services of a police officer for a minimum of two (2) years in order that the Town may recoup the investment of time and money expended in training and outfitting the Employee.

NOW, THEREFORE, in consideration of good and valuable consideration, the receipt of which is hereby acknowledged, and in consideration of the mutual benefits and promises herein made, the Employee and the Town agree as follows:

1. The term of this Agreement begins as of the Effective Date of hire and expires twenty-four (24) months after the Effective Date of hire.

2. The Employee will serve in a probationary status for a period of twelve (12) months from the Effective Date of this Agreement. During the period of probation, the Employee is an "employee at will" and the Mayor, based on the Chief's recommendation may, in his/her sole discretion, terminate the Employee with or without cause.

3. The Town agrees to provide all necessary uniforms, equipment, materials and training in order to prepare the Employee for assuming the duties of a Forest Heights Police Officer. In particular, the Employee may be required to attend, at the Town's expense, police training including but not limited to the Comparative Compliance Course (Law Enforcement Review Class) at the Public Safety and Security Institute at PGCC, which may cost approximately \$735.00 or more. The Town's police department will also pay for a ballistic vest.

4. Upon completion of required initial training, the Employee shall serve as a Forest Heights Police Officer in any duty assignment or location designated by the Chief of Police or his designee.

5. The Employee shall comply with all policies, procedures, rules and requirements of the General Orders of the Forest Heights Police Department existing at the time of this Agreement and as are issued from time to time, the Town's personnel and police directives, and the Town of Forest Heights Ordinance Code.

6. The Employee and the Town agree that by hiring the Employee, the Town has lost the opportunity to hire other qualified candidates and that the Town has incurred substantial expense in hiring, paying wages, training and outfitting the Employee.

7. The Employee agrees that the total cost to the Town is extensive and difficult to determine to a reasonable degree of specificity.

8. The Employee agrees to pay a sum not to exceed \$5,000.00 to the Town as liquidated damages in the event that the Employee terminates his/her employment with the Town for any reason or otherwise breaches this Agreement, or if the Town terminates the Employee's employment during the term of this Agreement as expressed in paragraph 1 above. The amount repaid to the Town is not as a penalty; rather it is a partial reimbursement for expenses incurred by the Town. The amount of liquidated damages to be paid by the Employee is calculated as follows:

a. If the Employee's termination date is within twelve (12) months of the Effective Date of this Agreement, the Employee shall pay the amount of \$1,667.00 to the Town.

b. If the Employee's termination date is between twelve (12) and twenty-four (24) months of the Effective Date of this Agreement, the Employee shall pay to the Town the amount of \$138.89 per month for the number of months remaining in the term of this Agreement, in a total amount not to exceed \$3,333.00.

9. Termination for reasons of a physical or mental incapacity that precludes the Employee from performing the duties of a police officer shall not constitute a breach of this Agreement if a licensed physician approved by the Town certifies that the Employee is unable to perform the duties of a police officer.

10. In the event that the Employee is called to active military duty or is granted a leave of absence for any reason, the term of this Agreement as expressed in paragraph 1 above, shall be extended for a period of time equal to the time of military service or approved leave of absence.

11. Within five (5) days of the Effective Date of this Agreement the Employee shall, in writing, withdraw his or her name as a potential candidate for employment with all other law enforcement agencies.

12. The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if they had been executed by both parties subsequent to the expungement of the invalid provision.

13. The waiver of any covenant or condition by the Town shall not be construed as a waiver of a subsequent breach of the same covenant or condition. The waiver of exercise of any legal right hereunder shall not be construed as a waiver of any other action or right the Town may have pursuant to the terms of this Agreement.

14. In the event of breach of this Agreement, the Employee agrees and consents to the Town withholding any and all sums due to the Employee from the Town, to include wages, contributions to the Employee's retirement accounts and unpaid leave as a setoff against the liquidated damages described above. The Employee further agrees to pay all court costs, attorney's fees and other costs incurred by the Town in an action to enforce this Agreement and/or to collect the liquidated damages provided for herein.

15. Assignment. This Agreement may not be assigned to any other person, firm or organization without the express written consent of Town.

16. Entire Agreement. This Agreement shall constitute the entire agreement between the parties as to the issues contained within this Agreement, and any prior understanding or representation of any kind regarding the issues contained within this Agreement preceding the date of this Agreement shall not be binding upon either party, except to the extent incorporated in this Agreement.

17. Modification of Agreement. Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party or an authorized representative of each party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

EMPLOYEE:

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Name:

THE TOWN OF FOREST HEIGHTS

\_\_\_\_\_  
WITNESS

By: \_\_\_\_\_  
Mayor

THE TOWN OF FOREST HEIGHTS  
RESOLUTION 54-21

**A RESOLUTION TO OFFICIALLY NAME THE FOREST HEIGHTS MUNICIPAL  
BUILDING AS “HABEEB-ULLAH MUHAMMAD MUNICIPAL BUILDING.”**

Introduced By: Mayor Washington and Councilwoman Taunya Hines

**WHEREAS**, the Town of Forest Heights was deeply saddened to announce the passing of Mayor Habeeb-Ullah Muhammad on August 15, 2021; and

**WHEREAS**, former Mayor Habeeb-Ullah Muhammad served as Mayor from 2017 until 2021 and previous served two terms on the Town Council representing Ward III; and

**WHEREAS**, former Mayor Habeeb-Ullah Muhammad led the Town in numerous accomplishments including: the Senior’s 60-Plus Program, the Neighborhood Watch Committee, the Green Team, Forest Heights Beautification, increased police staffing and attainment of 24-hour patrolling, development of the Community Gathering Space, Community Garden, North Huon Safe Routes to School Sidewalk Project, Casino Local Impact Funding, Rolph Drive Green Street project, support for the Harbor View development, and many other projects and initiatives; and

**WHEREAS**, throughout her municipal career Mrs. Muhammad continuously supported public safety in the Town by ensuring that the services that the Police Department provided to the citizens of the Town was second to none, and that the department received the staffing, funding, training and technology it needed to provide the citizens it protected with this level of service; and

**WHEREAS**, the Mayor and Council of the Town of Forest Heights wish to recognize former Mayor Habeeb-Ullah Muhammad for her love, leadership, and dedicated service to the Town, its residents and her commitment and loyalty to the Town over the last 40 years; and

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Council that the Municipal Building be officially named and hereinafter known as “Habeeb-Ullah Muhammad Municipal Building.”

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon passage.

PASSED this \_\_\_\_ day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE  
WASHINGTON

YEA/NAY/ABSTAIN/ABSENT

BROWNSON

NOBLE

BARNES

THE TOWN OF FOREST HEIGHTS  
RESOLUTION 54-21

HINES \_\_\_\_\_

LILLY \_\_\_\_\_

ATKINSON \_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of November 2021 with \_\_\_\_\_ Aye votes and \_\_\_\_\_ Nay votes the aforesaid Resolution \_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk



**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 55-21**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOREST  
HEIGHTS, MARYLAND ELECTING AND RATIFYING THE APPOINTMENT OF  
THE PRESIDENT OF THE COUNCIL FOR 2021-2022**

Introduced By: Calvin Washington, Mayor

**WHEREAS**, pursuant to Section 33-8 of the Charter of the Town of Forest Heights (the "Charter") the Council shall elect from among its members a President of the Council who shall act as Chairman of the Council in the absence of the Mayor; and

**WHEREAS**, pursuant to Section 33-19 of said Charter, if a vacancy in the office of Mayor occurs less than fifteen (15) months prior to the next election, the President of the Council shall become Mayor until the next regular election, and the Council vacancy thus created shall be filled as provided in said Charter; and, if the Mayoral vacancy occurs fifteen (15) months or more prior to the next regular election, the Council shall call a special election to be held not less than forty-five (45) days nor more than sixty (60) days following the occurrence of the vacancy; and, the President of the Council shall act as Mayor until the special election; and

**WHEREAS**, pursuant to Section 33-93 of said Charter, in the case of the Mayor being suspended from office, the President of the Council shall carry out the duties of the Mayor until said suspension expires; and

**NOW THEREFORE BE IT RESOLVED**, and enacted that the Town Council hereby approves and ratifies the election and appointment of Councilmember \_\_\_\_\_ as President of the Council to serve until his successor is duly elected and appointed; and

**BE IT FURTHER RESOLVED**, that the above-named appointee shall subscribe to and be administered by the Mayor the oath of office for the office of President of the Council pursuant to Section 33-84 of the Town Charter; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 55-21**

PASSED this 17<sup>th</sup> day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the 17th day of November 2021 with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution 55-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

**RESOLUTION 56-21  
THE TOWN OF FOREST HEIGHTS**

**A RESOLUTION TO APPOINT A SUCCESSOR TO FILL THE VACANCY IN THE  
OFFICE OF COUNCILMAN FOR WARD I**

Introduced By: **Calvin Washington, Mayor**

**WHEREAS**, Councilman/President Calvin Washington finished his elective duties to the Town due to Mayor Habeeb-Ullah Muhammad's passing in his capacity as a Councilman therefore, having just 5 months remaining in Councilman Washington term of office, a vacancy now exists in Ward I; and

**WHEREAS**, the Town Charter, §33-11 provides that if a vacancy on the Town Council occurs less than fifteen (15) months prior to the next election, the Council shall appoint a person qualified in accordance with Section 33-4 to fill such vacancy until the next regular election; and

**WHEREAS**, said §33-11 further provides that the person appointed shall reside in the same Ward as his predecessor, and the appointment shall require the favorable votes of a majority of the remaining Council members; and

**WHEREAS**, pursuant to §33-7 of the Town Charter, the Council shall be the judge of the qualifications, as contained in Sections 33-4 and 33-16, of its members; and

**WHEREAS**, The Councilmembers nominated several individuals to fill the Ward I vacancy at the October 20th Town Council meeting (Jamilah McDonald, Troy Lilly, Charmain Turner, and Lindell Murphy) however, the majority of the votes were cast to install Mr. Troy Lilly to fill the position; and

**WHEREAS**, the Town Ordinance Code, §14.5(a)(3)(ii) requires that an individual who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the immediately preceding calendar year within 30 days after appointment; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Council finds the following named candidate to be qualified and hereby approves and appoints Mr. Troy Lilly to fill the vacancy in the Office of Councilman for Ward I, as described above, for the remainder of the current term which ends on or about March 16<sup>th</sup> of 2022; and

**BE IT FURTHER RESOLVED**, that the Mayor is authorized to sign this Resolution on behalf of the Council; and

**BE IT FURTHER RESOLVED**, that this Resolution shall take effect immediately upon passage.

PASSED this 17th day of November 2021.

APPROVED: By Resolution of the Town Council of The Town of Forest Heights, Maryland

**RESOLUTION 56-21  
THE TOWN OF FOREST HEIGHTS**

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
WASHINGTON	_____
LILLY	_____
NOBLE	_____
BARNES	_____
HINES	_____
ATKINSON	_____
BROWNSON	_____

ATTEST:

THE MAYOR AND COUNCIL OF THE  
TOWN OF FOREST HEIGHTS, MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_ day of November 2021 with \_\_\_ Aye votes and \_\_\_ Nay votes the aforesaid Resolution \_\_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

THE TOWN OF FOREST HEIGHTS  
RESOLUTION 57-21

**A RESOLUTION TO AMEND THE MAYOR AND COUNCIL OF THE TOWN OF  
FOREST HEIGHTS APPOINTING COUNCIL COMMITTEES AND CHAIRS**

Introduced By: Calvin Washington, Mayor

**WHEREAS**, pursuant to Article 21 of the Town Ordinance Code, within thirty days of taking office, the Mayor shall establish, at a minimum, four (4) standing oversight committees to include, Ways and Means, Finance, Public Works and Sanitation, and Public Safety, and shall appoint chairs with the approval of the full Council from among the sitting councilpersons to each of these committees, and these Council committees shall provide oversight of an advisory nature in their respective areas, and

**WHEREAS**, Article 21 of the Town Ordinance Code, further states that the mayor shall assign one member of the Town Council to serve as Council liaison to the various boards, committees and other bodies, and the Council liaison shall advise the body on issues or on the procedure for bringing matters to Council and shall attend meetings of the body on occasion, if needed and when scheduling allows; and

**NOW THEREFORE BE IT RESOLVED**, that the Town Council hereby approves and ratifies the Mayor's amendments to the existing Council Committees and the Council liaison and subcommittee assignments contained within the attached memorandum dated November 1, 2021; and

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

PASSED this \_\_\_\_ day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

WASHINGTON	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
LILLY	_____
ATKINSON	_____

THE TOWN OF FOREST HEIGHTS  
RESOLUTION 57-21

I HEREBY CERTIFY that the above Resolution No. 57-21 was passed by the required yea and nay vote of the Mayor and Council of Forest Heights on the \_\_\_\_ day of November 2021.

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the day of November 2021 with \_\_\_\_Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution 57-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk



# *Town of Forest Heights*

5508 ARAPAHOE DRIVE  
FOREST HEIGHTS, MARYLAND 20745-1998  
(301) 839-1030 Fax (301) 839-9236

Calvin Washington  
Mayor

## MEMORANDUM

**Date:** Amended November 1, 2021

**To:** All Council Members

**Subject:** Committee Appointments in accordance with FH Ordinance Article 21(A)

I, Mayor Calvin Washington have assigned Council Chair and Council Liaison for various committees. The following assignments have been made.

Assignment for standing committees as well as Council Liaison for subcommittees are listed below, it is my hope that the Council Liaison will work to recruit and include resident participation in all sub committees. Council members assigned as liaison will provide oversight of an advisory nature to the committee members and report to the entire council.

**Ways and Means Committee** – Chair, Councilperson Paula Noble, Mayor Calvin Washington, Town Administrator Linwood Robinson.

**Finance Advisory Committee** – Chair, Councilperson Troy Lilly, Committee members Councilperson Taunya Hines and Clifton Atkinson

**Public Works and Sanitation Advisory Council** – Chair Councilman Theresa Brownson, Committee members Paula Noble, and Robert Barnes

**Public Safety Advisory Council** – Chair, Paula Noble, Committee members Clifton Atkinson and Robert Barnes

- Neighborhood Watch -- Council Liaison, Councilperson Clifton Atkinson
- Community Surveillance Cameras -- Council Liaison, Councilperson Theresa Brownson
- New Sidewalk Projects – Council Liaison, Robert Barnes
- Street Lighting – Council Liaison, Councilperson, Theresa Brownson, Committee members Robert Barnes, and Clifton Atkinson
- Police Department – Council Liaison, Councilperson Paula Noble
- Emergency Preparedness (COOP) Chief Rease, Councilperson Troy Lilly and Town Administrator Linwood Robinson



**Sustainability Plan Committee** – Councilperson Clifton Atkinson, Robert Barnes, and Town Administrator Linwood Robinson

- Annexation Planning Committee –Chair, Mayor Calvin Washington and Councilperson Troy Lilly, Taunya Hines and Town Administrator Linwood Robinson
- Economic Development - Mayor Calvin Washington and Town Administrator Linwood Robinson
- Housing and Community Needs – Councilperson Taunya Hines and Clifton Atkinson
- Beautification and Appearance Committee- All Councilpersons for his and her Ward

**Plus 60 Committee** - Council Liaison, Councilperson Paula Noble

**Communication Committee**-Council Liaison, Councilperson Theresa Brownson, Paula Noble and Robert Barnes

- **Forest Heights Day Committee**- Council Liaison, Theresa Brownson, Committee Members Taunya Hines and Troy Lilly

The Town has several committees and Town Council will need to seek interested citizens to become active with our boards.

- **Annexation:** Committee will attend meetings scheduled by the Prince Georges County Planning Committee (Forest Heights/Eastover/Glass Manor) and provide a report back to the Town Council and citizens. The Committee will also provide a feasibility report to the Mayor and Town Council on the prospect of annexation of any surrounding property.
- **Beautification and Appearance Committee:** The Town of Forest Heights Beautification and Appearance Committee shall advise and assist the Town Council by identifying, recommending, developing programs and projects to improve community appearance, including, but not limited to, identification of appearance problems, preparing plans to improve community appearance, recommending policies, programs, projects, seeking grant opportunities and coordinating volunteer beautification projects.
- **Emergency Preparedness Committee:** The Town of Forest Heights Committee helps to develop policies and procedures and makes recommendations to Town Council.
- **Public Works and Sanitation Advisory Committee:** The Town of Forest Heights Public Works and Sanitation Advisory Council and the Stormwater Drainage Upgrade Committee shall advise and assist the Town Council in the planning and development of a stormwater management infrastructure for the



town, including the need for and financing of new and renovated infrastructure and the development of or revisions of service policies.

- **Safety Advisory Council:** The Town of Forest Heights Public Safety Council shall advise and assist the Town Council in the identification of needs, problems, and proposed solutions related to crime prevention, streets and sidewalk improvement, recommendation for location and development of policy and procedures for the Community Surveillance Cameras, maintenance of street lighting, and community police relationship.
- **Economic Development Committee:** The Town of Forest Heights Economic Development Committee shall advise and assist the Town Council in identifying and recommending ways to improve the availability of business services for residents and visitors. The committee is also to develop strategies for business development, encouraging the establishment of new service businesses, as well as setting, designing, and developing ways to support our business district.
- **Plus 60 Committee:** The Plus 60 Committee will continue to plan events and activities that are targeted towards and work to identify ways to address the needs of the seniors of our Town, to seek grant opportunities and services that will help promote a good quality living for our seniors.
- **Neighborhood Watch Committee:** The Neighborhood Watch Committee (NWC) is responsible for working with local law enforcement and residents of the community to develop and maintain a program of activities that have the goal of increasing the safety and comfort of all residents while minimizing unsafe activities in the community.
- **Sustainability Plan Committee:** The Sustainability Plan Committee will work with the Town to develop the Sustainability Plan. The Committees will meet regularly, to provide the Town with thoughtful and informed guidance, input and feedback throughout the planning process. Additionally, members of the Sustainability Plan Committee will work to encourage others to become involved in the process to develop the Sustainability Plan. The Sustainability Plan Committee will have meetings scheduled throughout the duration of the Sustainability Planning Process. The Committee may consist of employees, technical experts, key business, and community stake holders representing higher education, non-profit organizations and state and local agencies

Council Committee Chairs and Liaisons are encouraged to seek citizen participation in each of the committees. Anyone interested in serving on any of the committees are requested to complete an application. Appointments will be approved by the Mayor and Council.

TOWN OF FOREST HEIGHTS  
RESOLUTION 58-21

**A RESOLUTION TO APPROVE THE FORMATION AND SUPPORT FOR A POLICE EXPLORER POST AND A POLICE ATHLETIC/ACTIVITIES LEAGUE BY THE FOREST HEIGHTS POLICE DEPARTMENT**

Introduced By: Calvin Washington, Mayor

**WHEREAS**, the Mayor and Council find that Law Enforcement Exploring is a career orientation and experience program for young people contemplating a career in the field of criminal justice, and its mission is to offer young adults, ages 14-21, interested in a career in law enforcement a personal awareness of the criminal justice system through training, practical experiences and other activities; and

**WHEREAS**, the Mayor and Council further find that Law Enforcement Explorer Posts and "Police Explorers" are sponsored by local, state and federal law enforcement agencies throughout the country, and Law Enforcement Exploring is endorsed by numerous professional organizations, to include the International Chiefs of Police Association (IACP) and the National Sheriffs Association (NSA); and

**WHEREAS**, Police Explorers programs are based on a partnership between a participating agency, known as a sponsoring agency and normally a law enforcement agency, and Exploring component of the Learning for Life Program affiliated with the Boy Scouts of America, and are based on the following five areas of emphasis: Career Opportunities, Life Skills, Citizenship, Character Education, and Leadership Experience; and

**WHEREAS**, Police Exploring serves two different age groups, both co-eds whereby exploring clubs serve middle schoolers, aged 10 - 14, in sixth through eighth grades, and exploring posts serve older youth 14 - 20 years old; however, the program model is the same for both age groups—hands-on and interactive character and career activities are facilitated by trained leaders in the community; and

**WHEREAS**, the partnership typically involves an agreement between the sponsoring agency and exploring that is memorialized in a Memorandum of Understanding (MOU) that is signed annually by the head of the sponsoring agency (i.e., FHPD) and the Learning for Life representative; and

**WHEREAS**, the sponsoring police department typically provides (i) screening and selection of at least one adult advisor, a committee composed of three (3) or more adult members (often police officers), for a minimum of five (5) Explorers providing: (ii) a career orientation and activities program, (iii) administrative support for the Explorer Post, (iv) meeting and training facilities, and (v) uniforms, equipment and other types of financial support; and

**WHEREAS**, the national organization known as the Learning for Life Corporation supports the local Exploring programs by proving (i) affiliation with a respected youth organizations, (ii) leadership training for adults and youth leaders, (iii) guidance on Post

TOWN OF FOREST HEIGHTS  
RESOLUTION 58-21

organization and program development, (v) recruitment assistance (annual high school survey, etc.), (vi) use of regional or national facilities such as camps for recreational activities, (vii) coordination and communication with National Law Enforcement Exploring Committee, (viii) management and administrative support for National Law Enforcement Exploring Conference, National Law Enforcement Exploring Leadership Academies, and assistance with scholarships and awards, (ix) comprehensive general liability insurance coverage for the sponsoring agency, (x) personal accident insurance for Explorers and adults (for a small fee or, in some instances, may be provided by local Learning for Life Council as part of the annual registration fee); and

**WHEREAS**, the Mayor and Council find that a local Police Athletic/Activities League (“PAL”) serves the youth of a community with customized recreational, educational, cultural, and social programs for boys and girls ages 5 to 18 by providing a place to learn, grow, and dream; and

**WHEREAS**, the Mayor and Council further finds that local PAL’s may be independent or may join and be affiliated with the National Association of Police/Athletic Leagues, Inc. (“National PAL”), which has solicited federal grants and established public partnerships with corporations such as Verizon, Motorola, Walmart, Target and CVS to build trust and establish healthy and respectful relationships that are productive and fulfilling; and

**WHEREAS**, the Mayor and Council further finds that a local PAL Chapter that is an affiliated member of National PAL or remains independent may become part of the police department or may incorporate under State Law as a separate entity or association having organizational bylaws if not registration with the IRS as a 501(c)(3) tax exempt entity; and

**WHEREAS**, the Mayor and Council further finds that a local affiliation as member of National PAL provides access to a \$1,000,000 policy for liability insurance coverage at an affordable rate which covers PAL youth, coaches, volunteers, police officers, and anyone directly associated with the program; and

**WHEREAS**, Acting Mayor Washington introduced Resolution 47-21 on October 4, 2021, entitled “A Resolution to Accept a Grant from the Department of Justice for the National PAL Mentoring Program for the Town of Forest Heights Police Department”; and

**WHEREAS** Resolution 47-21 states that the Town has recently been informed that it is to be the recipient of a \$16,200.00 grant, and the Chief of Police has assigned a police officer to create and facilitate the programs for a local PAL.

**NOW THEREFORE BE IT RESOLVED** that the Town Council hereby approves and ratifies the creation and implementation of a Police Explorer Post and a Police Athletic/Activities League program to be sponsored and supported by the Forest Heights Police Department.

**AND BE IT FURTHER RESOLVED**, the Town Council further delegates to the Police Chief the requisite authority to execute an MOU or MOU’s on behalf of the Town deemed prudent and necessary on behalf of the Town and any appropriate indemnification or liability release forms

TOWN OF FOREST HEIGHTS  
RESOLUTION 58-21

deemed necessary, and that the MOU shall be deemed to be approved, and authorized as of the effective date of this Resolution provided the same is reviewed for legal sufficiency, consistent with this resolution and approved by the Town Administrator; and

**AND, BE IT FURTHER RESOLVED**, that prior to the Chief of Police implementing any local PAL or Police Employer program or activity that he ensure the procurement of adequate insurance indemnifying the Town and Town officers and employees, to the satisfaction of the Town Administrator, and that the volunteers or participants shall agree to signing a release and waiver that is provided and maintained at all times during the period of participation, and/or otherwise obtain such insurance individual coverage to adequately protect the Town as deemed appropriate, as described or available through the Town's insurance carrier.

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon passage.

PASSED this \_\_\_\_ day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

<u>ROLL CALL VOTE</u>	<u>YEA/NAY/ABSTAIN/ABSENT</u>
LILLY	_____
BROWNSON	_____
NOBLE	_____
BARNES	_____
HINES	_____
WASHINGTON	_____
ATKINSON	_____

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of November 2021 with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution \_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

Town of Forest Heights

Resolution 58-21

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 59-21**

**A RESOLUTION TO ACCEPT THE DEPARTMENTAL POLICY AND PROCEDURE  
MANUAL (FOREST HEIGHTS POLICE GENERAL ORDERS)**

Introduced by: Mayor Calvin Washington

**WHEREAS**, The Mayor and Council on recommendation from the Chief of Police has agreed to utilize the expert services of Lexipol. Lexipol provides fully developed, state-specific policies researched and written by subject matter experts and vetted by attorneys. Policies are based on nationwide standards and best practices while also incorporating state and federal laws and regulations where appropriate; and

**WHEREAS**, the Mayor and Town Council approved the procurement Lexipol Policy services on April 17, 2019, by Resolution 19-19; and

**NOW THEREFORE, BE IT RESOLVED** that the Mayor and Town Council of Town of Forest Heights, Maryland hereby accept the departmental policy and procedure manual (FH Police General Orders).

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon passage.

**PASSED** this \_\_\_\_ day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

LILLY

\_\_\_\_\_

BROWNSON

\_\_\_\_\_

NOBLE

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS, MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 59-21**

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ day of November 2021 with \_\_\_\_ Aye votes and \_\_\_\_ Nay votes the aforesaid Resolution \_\_\_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 60-21**

**A RESOLUTION TO APPROVE A COOPERATIVE VEHICLE AND FUEL AGREEMENT BETWEEN PRINCE GEORGE'S COUNTY (THE "COUNTY") AND THE TOWN OF FOREST HEIGHTS (THE "TOWN")**

Introduced By: Calvin Washington, Mayor

**WHEREAS**, the County's Fleet Management Division is responsible for the overall management of a fleet of over 4,000 vehicles used by 18 agencies of the County Government, and the Division operates two vehicle maintenance facilities and maintains over 3,500 vehicles with services provided to include general light and heavy repair, scheduled preventive maintenance, vehicle emission inspections, body repairs, towing and road service; and

**WHEREAS**, the County's Fleet Management Division provides repairs under contract for at least ten (10) County municipalities, three Volunteer Fire Departments and the Department of Social Services' State issued vehicles; and

**WHEREAS**, the County's Central Vehicle Maintenance Facility is in Capitol Heights and was named #15 of the Top 100 Public Sector Fleets in North America for 2014; and

**WHEREAS**, the Town of Forest Heights, wishes to enter into a Cooperative Vehicle and Fuel Agreement with Prince George's County and desires to have its vehicles maintained and repaired on an as-needed basis at the County's Facility, and to have access to and use of the County's fuel facilities, and the Annual Budget in line items 7068,7069,7409,7410,7092,7094,7132,7133 has appropriated funds to support the expenditures; and

**WHEREAS**, in order for the Town to properly receive the above-described services, the County's Fleet Manager, Mr. Rick Hilmer, and the Town Administrator recommends that the County and the Town submit a new two-party agreement in the new format that will: a) reconfirm and update the jurisdictional relationship for fuel use and b) allow for the performance of maintenance services at the Town's discretion; and

**WHEREAS**, the term of this Agreement (attached hereto and incorporated herein as Exhibit A) is for a period of five (5) years from the date thereof unless terminated by the parties upon 30 days prior written notice; and

**WHEREAS**, the Town will be invoiced monthly for fuel consumption at the then current Council of Governments contract price for unleaded and diesel fuel peak load periods, and the County will charge the Town the performance of services (labor and parts) under the Agreement at rates charged to other users and calculated by the County's Fleet Maintenance System; and

**NOW THEREFORE, BE IT RESOLVED**, that the Town Council of the Town of Forest Heights hereby approves the attached Cooperative Vehicle and Fuel Agreement between the Town and the County for a period of 5 years and authorizes the Acting Mayor to sign said Agreement which is attached hereto and incorporate by reference as Exhibit A;

**THE TOWN OF FOREST HEIGHTS  
RESOLUTION 60-21**

**AND BE IT FURTHER RESOLVED**, that the Mayor or the Town Administrator is hereby duly authorized to execute any necessary permit, request, acknowledgement form, electronic signature agreement, referral, or other legal instrument to effectuate said Agreement in accordance with the purpose of this Resolution;

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately upon its passage.

PASSED this \_\_\_\_ day of November 2021.

**APPROVED:** By Resolution of the Town Council of The Town of Forest Heights, Maryland.

ROLL CALL VOTE

YEA/NAY/ABSTAIN/ABSENT

LILLY

\_\_\_\_\_

BROWNSON

\_\_\_\_\_

ATKINSON

\_\_\_\_\_

BARNES

\_\_\_\_\_

HINES

\_\_\_\_\_

WASHINGTON

\_\_\_\_\_

NOBLE

\_\_\_\_\_

ATTEST:

THE TOWN OF FOREST HEIGHTS,  
MARYLAND

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

By: \_\_\_\_\_  
Calvin Washington, Mayor

CERTIFICATION

I, hereby certify, as the duly appointed Town Clerk of the Town of Forest Heights, Maryland, that on the \_\_\_\_ of November 2021 with \_\_\_\_ Aye votes and \_\_\_\_ Nay vote the aforesaid Resolution \_\_\_\_-21 passed.

\_\_\_\_\_  
Sherletta Hawkins, Town Clerk

[Exhibit 1 -Cooperative Vehicle and Fuel Agreement]